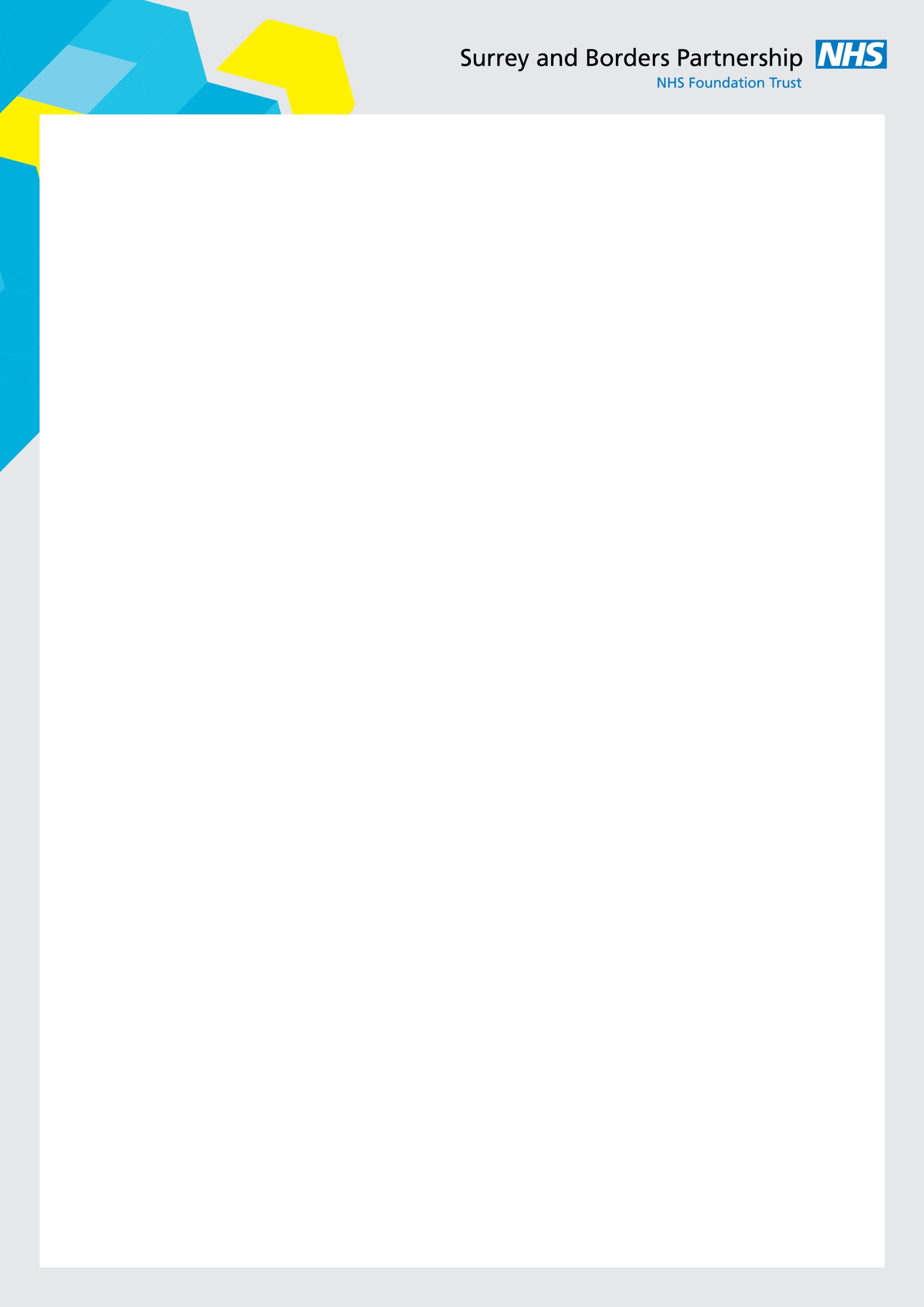
**Mental Capacity Assessment Tool**

**Help Sheet**

The Mental Capacity Assessment tool will assist you in carrying out high quality capacity assessments, ensuring that you are able to enhance and maximise opportunities for people to make their own decisions.

During different stages of using the tool, you will be asked to address different factors that may enhance the likelihood that the person can make the decision, or the need to delay to overcome potential issues.

The issues that you need to consider/ prepare for are listed below. It is advisable to consider this list before conducting an assessment:

1. Ensure you have the person’s NHS number to hand (this is needed to log the assessment) ****
2. Check if the person has been involved in any major life events (e.g. death/ changing accommodation) ****
3. Check if the person has been involved in subtle events (e.g. being upset by a friend) ****
4. Check if the person has any health issues which may affect their concentration at present (e.g. flu) ****
5. Ensure the environment where you will carry out the assessment is free from noise and distractions. ****
6. Ensure you carry out the assessment at a good time of day for the person. ****
7. Consider whether the person’s medication will positively or negatively affect their concentration during the assessment. Can the assessment be conducted at a better time? ****
8. Check if the person benefits from assistance of others. If so, arrange for them to be present during the assessment. ****
9. Check how the person communicates (e.g. makaton, their first language, assistive technology etc) ****
10. Check if the person requires someone to sign or interpret for them. If so, arrange for them to be present. ****
11. Check if the person uses hearing aids. If so, check they are available, fitted and working before the assessment. ****
12. Check if the person uses glasses/ contact lenses to read or see information, pictures, symbols or photographs. If so, ensure they are available, clean and worn before the assessment begins. ****
13. Ensure the wording that you will use in the assessment doesn’t include jargon. Prepare simpler terms and words ****
14. If appropriate, prepare communication aids for the person such as easy-read info, pictures or sign language. ****
15. Consider any cultural issues beforehand that may be relevant. ****
16. Consider any additional information that you think is necessary to prepare for the person. Check whether they have requested any information. ****
17. Set aside enough time for the person to ask any questions and have any information repeated at their pace. ****

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